

# WILLITON PARISH COUNCIL

## Minutes of the Finance and Administration Committee Meeting held on 18<sup>th</sup> November 2013 at 7.00 pm at the Parish Office, Williton

### Attendees:

<b>Councillors</b>	Vaughan (Chairman) McDonald, James, Bennett, Beaver and Denton
<b>Public</b>	None
<b>Other</b>	Ms J Johnson-Smith

### Apologies:

#### Councillors

13/76A **Apologies as noted above**

13/77A **Declarations of Interest**

There were none

13/78A **Approval of Minutes of the Finance & Administration Committee Meeting held on 21<sup>st</sup> October 2013**

It was unanimously **resolved** to approve the minutes.

13/79A **Matters to Report**

There were none

13/80A **Parish Office**

13/80.1A Renewal of electricity contract Details of new prices had been received from LSI Utilities for a contract of 27 months with Southern Electric from 24<sup>th</sup> April 2014 on the expiry of the present contract with British Gas. The prices quoted were very competitive and it was **resolved** to sign the contract provided the Clerk was unable to find a better price with a dual fuel deal with the present supplier of gas. She was also asked to check if the contract could be fixed for a longer period.

13/80.2A Vodafone contract The Clerk advised the contract ended in June 2014 and it was not possible to terminate this sooner. Cllr James asked the Clerk to check the terms of the contract and subject to the conditions, offered to take over the phone until the end of the contract and repay the Council the monthly charges.

13/81A **Budget**

13/81.1A It was **resolved** to note the detailed Expenditure Analysis sheet as at 31<sup>st</sup> October 2013.

13/81.2A It was **resolved** to note the provisions as at 31<sup>st</sup> October 2013

Current Account	£ 91,748.53
Santander Time Deposit 18mths	£ 66,000.00
Petty Cash	£ 12.63
Parish Plan	£ <u>1,173.42</u>
	£ 158,934.58

13/81.3A It was **resolved** to note a slight amendment to the budget figures due to the increase in the employer contribution to the pension fund. It was further **resolved** to take out the budget for the mobile telephone and to distribute the £14,000 set aside for contractors under the staffing heading to operational costs. There had been no further information regarding the precept and the reduction in grant and more information would be available after the District Council meeting on 20<sup>th</sup> November. It was **resolved** to ask Cllr May and Cllr Davies to request the preferred option of the status quo to remain. It was suggested arranging a meeting with the District Council to discuss ways of collaborating together in order to save money. The budget for the Trustee of the Memorial Ground would be agreed at their next meeting and the final budget figures would be presented to the Full Council in December.

13/82A **Bank Reconciliation**

It was **resolved** to note that Cllr Vaughan carried out the bank reconciliation for the month of October.

13/83A **Accounts for payment**

It was unanimously **resolved** to agree payment of the invoices on the attached list.

13/84A **Correspondence**

13/84.1A It was **resolved** to note details of free Ordnance Survey training sessions forwarded from SALC

- 13/84.2A It was **resolved** to note a request for referral to other businesses from Peninsula Business Service.
- 13/84.3A It was **resolved** to note the acknowledgement that a TV licence was not required from TV Licensing.
- 13/84.4A It was **resolved** to note that DCLG had confirmed the Cheques Legislative Reform Order had been laid in Parliament which was a step forward in the move towards electronic payments.

**13/85A Allocation of Groundsman's duties to contractors and disposal of assets**

The various duties were discussed and the Clerk agreed to make a list of contractors that could be called out to cover the duties. She advised the members that a new white lining machine was needed and that a decision was needed on when and by whom the lining should be done as the football clubs were not happy with the service that was being provided. It was **resolved** to invite Ian Whitehead to the next Trustee meeting but in the meantime research details of white lining machines and costs of contractors to carry out this task on a regular basis. It was further **resolved** to request the District Council to roll the field as required for the time being until a specification of all duties was drawn up for discussion with them.

Cllr James agreed to look at the bigger assets with the Clerk and suggested she contact Cllr Bigwood in the first instance for advice on value and where they could be sold.

**13/86A Review of Travel Expenses**

It was **resolved** to recommend to Full Council that the mileage rate was set at 45p per mile in future.

**13/87A Review of Standing Orders**

The Clerk advised that she had checked through the Model Standing Orders and made comparisons with the present adopted Standing Orders and had made notes of the additions and amendments that were statutory requirements. She agreed to amend the document in line with the statutory requirements and highlight the changes so that members could easily take note of the amendments. The amended document would be included with the Full Council papers with a recommendation for them to be adopted.

**13/88A Matters for the next meeting to be held on 20<sup>th</sup> January 2014**

Grounds maintenance and Lengthsman specification  
Disposal of assets

Meeting closed at 8.50 pm